

SCHOOL DISTRICT NO. 48 (HOWE SOUND)

REGULATION SERIES 800 - BUSINESS PROCEDURES

R 802 FUNDS
R 802.3 School Fund Raising

This Regulation provides the specific direction as to procedures for the management of funds from fund raising activities.

1. Fund raising done in the name of the school must be approved by the Principal.
2. In giving approval, the principal should give consideration to and be satisfied that:
 - 2.1. the event will be adequately supervised (bearing in mind all the risks);
 - 2.2 all necessary licenses or permits have been obtained;
 - 2.3 school district insurance coverage applies or that other insurance arrangements have been made; and
 - 2.4 every reasonable measure is taken to maintain the safety of students participating.
3. Total funds raised are to be deposited in the school bank account and cheques are to be written thereon following normal business practices. There shall be an annual review by the Secretary-Treasurer's office.
4. Personal and corporate donations may be made payable to the Board of School Trustees and thus possibly entitle the donor to income tax consideration. The Board is a charitable organization as specified in the Income Tax Regulations. For more information see Policy No. 806.1, Charitable Donations.